

## Open PO Detail by Supplier (R43525)

### Overview

This work instruction describes how to generate a report that will list open lines on Purchase Orders for a specific Vendor at a given time. This report includes the supplier's Ship To Address and phone number. Use this report to determine if lines need to be cancelled on a Purchase Order.

### NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Administrative Services website:

<http://www.das.state.ne.us/>.

### Navigation

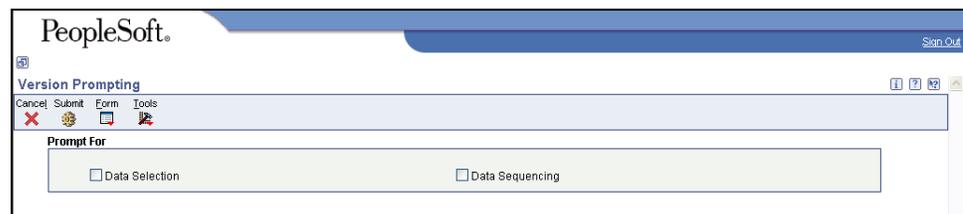
Click Roles, Procurement or Inventory.  
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Inquiries & Reports > Purchasing Reports > Procurement Reports > Open PO Detail by Supplier

### Steps

#### Run the Open PO Detail by Supplier Report

Start this instruction from the Version Prompting window.



1. Choose Data Selection.

2. Click **Submit**. The Data Selection window appears.

| Operator                       | Left Operand                          | Comparison   | Right Operand |
|--------------------------------|---------------------------------------|--------------|---------------|
| <input type="checkbox"/> Where | Order Type (F4311) (DCTO) [BC]        | is equal to  | Blank         |
| <input type="checkbox"/> And   | Status Code - Next (F4311) (NXT) [BC] | is less than | "999"         |
| <input type="checkbox"/> And   | Address Number (F4311) (AN8) [BC]     | is equal to  | Blank         |
| <input type="checkbox"/> And   |                                       |              |               |

[Add Row](#)  
[Advanced](#)

3. In the first row (Order Type) change the Right Operand to the Order Type(s) for which to run the report

To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

4. Leave the second row (Status Code) as is.

5. In the third row (Address Number), change the Right Operand to the Vendor's address book number for which to run the report.

This report pulls from the order detail lines.

6. Click **OK**. The Printer Selection window appears.

To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).

7. Click **OK**. You will return to the main menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R43525...) once the Description is "Done".

For more information on viewing reports in CSV, refer to the [Running/Viewing Reports in CSV](#) work instructions in the System Basics manual.